5.0 HELP FILES

5.0   HELP FILES

5.1   DESCRIPTION

The Nlets help files are designed to assist in the interpretation and understanding of the various records and information available via Nlets. It is the responsibility of each of the Nlets member agencies (states, provinces, federal agencies, etc) to enter, maintain, and annually validate the help files for each of the records provided by their respective agencies. There are two types of HELP files, those that pertain to:

- state, Canadian provincial, Federal, or other member records.
- general records provided by Nlets.

See Appendix A, Section 5.0 for XML formats and examples.
See Appendix B, Section 5.0 for Native formats and examples.

5.1.1   PARTICIPATING ENTITIES

Not all states, federal members, Canadian provinces, or other Nlets members maintain the same types of records or information. As such, there is no succinct manner to graphically and/or accurately display which entities have or participate in specific help files. A query to a specific entity is required to determine if that particular member provides assistance on the record or information in question.

5.2   INQUIRY MESSAGE KEY

AM   Administrative Message

5.3   INQUIRY DESTINATION LIMITATIONS

AM   Single destination only via two-character state/province code

5.4 DATA ELEMENTS

5.4.1 HELP FILE DATA ELEMENTS

Although all of these elements may be included in the query, each search element may generate a separate query, depending on the capabilities of the state.

Field	MFC
Message key	None
ORI of requesting agency	None
ORI of requested help file	None
Fixed field prefix denoting beginning of message	TXT

5.4.2 COMPONENTS OF HELP FILE ORI

VTOLNHELP

Help file designator

Three character help record type code

Two character member (state / province) code
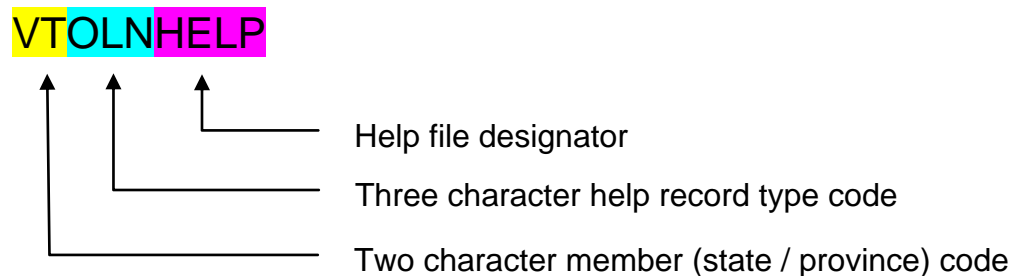
5.4.2.1 TWO CHARACTER MEMBER (STATE / PROVINCE) CODE

Refer to Administrative Messages (Section 4.0) for a comprehensive list of member codes.

5.4.2.2 THREE CHARACTER HELP RECORD TYPE CODE

RECORD TYPE	THREE CHARACTER CODE
Administrative (federal agencies only)	ADM
Boats	BAS
Concealed weapons	GUN
Corrections	COR
Criminal History	SIR
Guns	GUN
Operators License	OLN
Parole	PAR
Probation	PRO
Protection Orders	POR
Sex Offenders	SOR
Snowmobiles	BAS
Vehicle Registration	LIC

5.4.2.3   FEDERAL AGENCIES AND OTHER ORGANIZATIONS

Federal agencies or other organizations with direct lines to Nlets are provided a single unique help record; identified by the characters "ADM". To access a Federal HELP record, use one of the two character Federal codes in the table below, followed by "ADMHELP".

FEDERAL AGENCY	Two Character Code
FBI/National Crime Information Center (NCIC)	FB
FBI/Identification	FI
Treasury Enforcement Communications System (TECS)	TC
Department of State	DS
Department of Justice (JUST)	DJ
Naval Investigative Service	DN
Air Force OSI	AI
Postal Inspection Service	PS
Secret Service	SS
National Drug Pointer Index System (NDPIX)	DX
ATF Gun Tracing System	AT
ICE Law Enforcement Support Center	AX
National Center for Missing and Exploited Children (NCMEC)	MC

5.4.2.4   CANADIAN LICENSE AND VEHICLE HELP FILES

Each Canadian province provides a unique help file for their operator's and vehicle license files. The ORI inquiry format is identical to that for each state. Refer to the Administrative Message (section 4.0) a comprehensive list of province codes.

5.4.2.5   GENERAL CANADIAN HELP FILES

The Royal Canadian Mounted Police (RCMP) supports many of the files accessible via Nlets. There will be a single HELP file for these records.

RECORD TYPE	ORI CODE
Article help information	CNARTHELP
Boat/Motor help information	CNBOTHELP
Criminal History help information	CNSIRHELP
General Driver License help information	CNOLNHELP
General help information on Canada	CNGENHELP
General Vehicle Registration help information	CNLICHELP
Gun help information	CNGUNHELP
Securities help information	CNSECHELP
Vehicles help information	CNVEHHELP
Wanted Persons help information	CNPERHELP

5.4.2.6   GENERAL NLETS HELP FILES

Nlets maintains help files for generalized information on which states provide automated responses to the various files and information available via Nlets.

The following table contains a list of the help files along with their help file inquiry ORI.

RECORD TYPE	THREE CHARACTER CODE
Administrative (federal agencies only)	ADM
Boats	NLBASHELP
Concealed weapons	NLGUNHELP
Corrections	NLPPCHELP
Criminal History	NLSIRHELP
Federal codes converted to ORION Fed search codes in the ORION file	FNORIHELP
Guns	NLGUNHELP
Operators License	NLOLNHELP
Name only OLN and LIC queries	NLNOQHELP
Parole	NLPPCHELP
Probation	NLPPCHELP
Road and Weather	NXWTHHELP
Sex Offenders	NLSORHELP
Snowmobiles	NLBASHELP
States that accept Nlets assigned "S".	FNORIHELP

5.5   HELP FILE INQUIRY FORMAT

AM•NL0000000•_____•TXT

▮ Mandatory fields

▮ Optional fields

5.5.1   INQUIRY FROM VERMONT STATE POLICE TO OREGON DMV - EXAMPLE

```
AM.VT0SP0000.OROLNHELP.TXT
```

5.5.2   INQUIRY RESPONSE – EXAMPLE

```
LAST UPDATE:            01-23-88

INQUIRY ON NAME:
AUTOMATED:              YES
PHOTOS AVAILABLE:       NO - PHOTO LICENSE IS OPTIONAL SOME PHOTOS ON FILE.
DRIVER HISTORY INFO:    SEND "AM" MESSAGE TO ORI/VTDMV0000. MON-FRI 0745-1630 HOURS
                        EASTERN TIMES. EMERGENCY REQUESTS TO ORI/VTVSP0000.

RESTRICTIONS ON USE OF DATA:  RESTRICTED TO CRIMINAL JUSTICE AND LAW ENFORCEMENT PURPOSES
                        ONLY.

CLASSES USED:           ONE CLASS, HOWEVER, THREE AGE-BASED TYPES
                           ADULT  18 YRS AND OVER
                           JUNIOR 16-17 YRS
                           LEARNER 15 AND OVER

GENERAL COMMENTS:       AN ENDORSEMENT CODE MAY APPEAR ON LICENSE CERTIFICATE, BUT NOT ON
                        THE "DQ" FORMAT REPLY AUTHORIZING OPERATION OF MOTORCYCLE AND/OR
                        SCHOOL BUSES. LICENSE RESTRICTIONS CODES REQUIRING USE OFEYEGLASSE
                        S OR SPECIAL VEHICLE EQUIPMENT APPEAR ON LICENSE CERTIFICATE  BUT
                        NOT ON THE "DQ" REPLY.A FOURTEEN (14) DAY GRACE PERIOD IS ALLOWED
                        FOR LICENSE RENEWAL AFTER EXPIRATION DATE. ORI/VTDMV0000  MON-FRI
                        0745-1630 HOURS EASTERN TIME

ERGENCY REQUESTS:             ORI/VTVSP0000 VERMONT DEPARTMENT OF PUBLIC SAFETY 103 SOUTH
                        MAIN STREET, WATERBURY, VT PHONE: 802 244 8727

EXAMPLE OF RESPONSE FORMAT:   NAM/DOE,JOHN E
                        ADD/123 MAIN ST MONTPELIER,V
                        SEX/M DOB/010101.HGT/510 WGT/170 EYE/BRO
                        OLN/01224578.OLT/ADULT.EXP/010189

TEST RECORD:            NONE

STATE CONTACT:          TELECOMMUNICATIONS COORDINATOR
                        VERMONT DEPARTMET OF PUBLIC SAFETY
                        103 SOUTH MAIN STREET
                        WATERBURY,VERMONT,05676
                        PHONE:802 244 8786
                        ORI/VTVSP0000
```

5.6   HELP FILE UPDATE FORMAT

Each Nlets member shall create, and then subsequently annually validate, all HELP files records for each file accessible via Nlets. Each Nlets help file may contain up to 10,000 characters. See section 5.9 – STANDARDIZED HELP FILE FORMATS, for sample formats for each help file.

Only the FBI Nlets System Agency (NSA) or similar authority for Canadian and other such entities/members can update records.

AM•NL0000000•NL___UPDT•TXT _____

| | Mandatory fields |
| | Optional fields |

5.6.1   UPDATE OF VERMONT OLN HELP FILE - EXAMPLE

AM.VT0SP0000.VTOLNUPDT.TXT ALL DATA INCLUDED AFTER THE PRECEEDING DOT, UP TO 10,000 CHARACTERS, IS INCLUDED IN THE HELP FILE RECORD

5.6.2   UPDATE RESPONSE - EXAMPLE

HELP FILE SUCCSSFULLY UPDATED

5.7 HELP FILE MODIFY FORMAT

If, upon validating a help file, incorrect or missing information is identified, such information can be modified without having to rebuild the entire record by using append transaction. Only the Nlets System Agency (NSA) or similar authority for Canadian and other such entities/members can modify records.

AM•NL0000000•NL___APND•TXT _____

| | Mandatory fields |
| | Optional fields |

5.7.1 MODIFY OF VERMONT OLN HELP FILE - EXAMPLE

```
AM.VT0SP0000.VTOLNAPND.TXT ALL DATA INCLUDED AFTER THE PRECEEDING DOT, UP TO
10,000 CHARACTERS, IS INCLUDED IN THE HELP FILE RECORD
```

5.7.2 MODIFY RESPONSE - EXAMPLE

HELP FILE SUCCSSFULLY MODIFIED

5.8   HELP FILE CANCEL FORMAT

Should an Nlets member cease providing access to a particular file, all help file information for that associated file type can be removed from the system Any subsequent inquiries to that particular help file will result in a 'NO HELP INFO AVALABLE" message from Nlets. Only the Nlets System Agency (NSA) or similar authority for Canadian and other such entities/members can cancel records.

AM•NL0000000•NL___CNCL•TXT _____

■	Mandatory fields
■	Optional fields

5.8.1   MODIFY OF VERMONT OLN HELP FILE - EXAMPLE

```
AM.VT0SP0000.VTOLNCNCL.TXT
```

5.8.2   CANCEL RESPONSE - EXAMPLE

```
HELP FILE SUCCSSFULLY CANCELED
```

5.9 STANDARDIZED HELP FILE FORMATS

To ensure uniformity, all data entered into the Nlets help files will shall contain the following minimum information and conform to the following formats.

5.9.1 HELP FILE CONTENTS

STANDARD IFORMATION (INCLUDED AT THE BEGINNING OF ALL HELP FILES):

AUTOMATED QUERY RESPONSE: YES OR NO

24/7 PHONE ASSISTANCE AVAILABLE: YES OR NO

TEST RECORDS AVAILABLE: YES OR NO

MESSAGE KEY SPECIFIC:

DOES SYSTEM NEAR HIT: YES OR NO

DOES SYSTEM RETURN MULTIPLE HITS: YES OR NO

24/7 PHONE ASSISTANCE AVAILABLE: YES OR NO

LIST ALL IDENTIFIERS BY WHCH A QUERY CAN BE MADE: (I.E. NAM, DOB. LIC, OLN, WNO, NIC, ETC.)

GENERALIZED INFORMATION:

DEFINE ACCESS TO ANY FILES THAT ARE NOT ACCESIBLE THROUGH A STANDARD INQUIRY: (i.e. Name only)

DEFINE ANY SPECIAL SEARCHES AVAILABLE:

OTHER DATA AVAILABLE: (i.e., Lien or lessee info, date of original weapon purchase):

GENERAL COMMENTS:

SPECIAL RESTRICTIONS ON DATA USEAGE:

CONTROL SERVICE AGENCY (CSA):

    Agency name:

    Agency address:

    24 / 7 Agency Phone:

HOURS OF SERVICE:

EMERGENCY REQUESTS:

EXAMPLEOF RESPONSE FORMAT: (List any special codes used)

TEST RECORD(S) – LIST ALL IDENTIFIERS ON FILE: